

To: Mayor Harris and the City Council
Fr: Ron Chandler
Dt: July 2, 2013
Re: Cherry Days Transition Plan

Over the past several months we have discussed transitioning Cherry Days from a North Ogden City Corporation activity to one planned and operated by a private, non-profit foundation. Attached, please find a transition plan for you to consider.

CHERRY DAYS TRANSITION PLAN

OBJECTIVE: To create a private, non-profit organization that will plan and run Cherry Days in perpetuity.

TRANSITION TIME FRAME: 2 to 3 years.

CREATE A PRIVATE, NON-PROFIT ORGANIZATION – The North Ogden Cherry Days Foundation:

The North Ogden Cherry Days Foundation is a private, non-profit organization that is not affiliated with the North Ogden City Corporation. As such, it is not subject the meeting requirements for official City committees. Other than the initial invitation to the co-chairs, the City does not appoint board members nor participate in the day-to-day decision making of the North Ogden Cherry Days Foundation.

Steps – Year 1

- a. Invite two people to co-chair The North Ogden Cherry Days Foundation. – July and August 2013.
- b. Co-chairs meet with City staff to discuss the scope and activities of Cherry Days. – July and August 2013
- c. Co-chairs select board members – September – December 2013
- d. Create by-laws
- e. Apply for 501C3 status
- f. Set up bank accounts to receive and disburse monies.
- g. Staff assigned to assist the Foundation in year one.
 - Ron Chandler, Tiffany Staheli, Shelly Robison, Special Functions police officer, Ken Kolb – These employees will help the Board members plan, organize, fund raise and operate Cherry Days. They will use other staff as needed.
 - Jon Call – Aid the Board members in applying for 501C3 status and reviewing by-laws.
 - Bill Bernard – Set up bank accounts and review procedures for receiving and disbursing funds.
 - City – Prepare City facilities, assist in setting and cleaning up of Cherry Days.

Steps – Year 2

- a. The North Ogden Cherry Days Foundation plans, organizes, fund raises and operates Cherry Days.
- b. Staff assigned to assist the Foundation in year two.
 - Ron Chandler, Tiffany Staheli, Shelly Robison – These employees will take a lesser role than in year one. They will be resources to provide information but will not actively participate in the planning, organizing, fund raising and operating of Cherry Days. These employees will also work with other City employees such as Police for traffic control.
 - Ken Kolb – Coordinate Community service employees in setting and cleaning up of Cherry Days.

Steps – Year 3 and Beyond

- c. The North Ogden Cherry Days Foundation plans, organizes, fund raises and operates Cherry Days.
- d. Staff assigned to assist the Foundation in year two.
 - Two employees assigned by the City Manager to coordinate City's efforts for setting and cleaning up of Cherry Days. They will also work with other departments such as Police for traffic control.

CITY'S ONGOING FINANCIAL COMMITMENT: We are proposing that the City continue to fund the fireworks as its on-going financial commitment to Cherry Days.